

Coordination of Parallel Criminal, Civil, and Administrative Proceedings

The Attorney General issued a Memorandum on July 28, 1997, requiring a system for coordinating the criminal, civil and administrative aspects of all white-collar crime matters within every United States Attorney's office and each Department Litigating Division. The system should contain management procedures to address issues of parallel proceedings including:

- timely assessment of the civil and administrative potential in all criminal case referrals, indictments, and declinations;
- timely assessment of the criminal potential in all civil case referrals and complaints;
- effective and timely communication with cognizant agency officials, including suspension and debarment authorities, to enable agencies to pursue available remedies;
- early and regular communication between civil and criminal attorneys regarding *qui tam* and other civil referrals, especially when the civil case is developing ahead of the criminal prosecution; and
- coordination, when appropriate, with state and local authorities.

The Attorney General has further directed that appropriate staff in each office receive comprehensive training regarding parallel proceedings utilizing a course of instruction and training materials to be developed by the Council on White-Collar Crime and the Office of Legal Education.

The full text of this Memorandum is in the DOJ Organization and Functions Manual at 26.